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30 OCT 1970

MEMORANDUM FOR: Director of Communications  
Director of Finance  
Director of Logistics  
Director of Medical Services  
Director of Personnel  
Director of Security  
Director of Training  
Chief, Support Services Staff

SUBJECT : Survey of Records for Potential Microform Applications

1. During the past 18 months there have been several studies and a great deal of discussion about the development of a program for microfilming Agency records as a means of getting some relief for the critical space problem at our Records Center as well as in headquarters office space. There is a consensus among experts in the field that microfilming cannot normally be justified for the primary purpose of conserving space. The maximum advantage in microform usage comes from designing systems intended to provide efficient, accessible, and accurate means of manipulating records in current use to meet the present and future information storage and retrieval needs of the organization.

2. Developing well planned, integrated information processing systems that will serve valid requirements must continue to be the goal and microforms should be used when they will contribute to the attainment of that goal. Nevertheless, a recently completed study suggests that it may be cost effective to microfilm certain collections of records for the primary purpose of conserving storage space provided that certain criteria can be met in the selection of files to be microfilmed. This suggestion merits serious consideration.

3. Accordingly, I feel that we should undertake a detailed cost benefit analysis of a few carefully selected collections of records. This analysis should commence with the identification of record collections in your offices which meet as many as possible of the criteria

outlined in Attachment A. A special form (Attachment B) has been developed to facilitate collection of the information needed for this survey. A copy of the "Navy Management Review", which treats several microfilm related systems considerations, also is attached for your information.

4. Representatives of the Support Services Staff and the Printing Services Division will review information collected in this survey in terms of broader system implications as well as the feasibility of treating them as independent applications. Additional data will be developed as required to determine which record collections may lend themselves most effectively to being used as preliminary pilot projects.

5. It is requested that you review your major record document collections in headquarters office space as well as at the Records Center to help in identifying areas where it might pay to use microfilm. Questions regarding this survey may be addressed to  I would appreciate your sending your response to the Chief, Support Services Staff by 1 December 1970.

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*for* R. L. Bannerman  
Deputy Director  
for Support

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Attachments:

- A - Criteria
- B - Form 3239
- C - "Navy Management Review"

DDS/SSS/RHM/sd (23 October 1970)

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